

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Project and Engineering Support Services (PESS)			CONTRACT/RFP NO. NNA12374362R	DRL DATE/MOD DATE 11/5/2012
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES

1	Phase-In Plan	See Remarks	See Remarks below	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION		8. REMARKS	
	COR, Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy) Contracting Officer, Code JAC, M/S 213-13 (1 copy)		The Contractor will submit the Phase-In Plan with their proposal.	

2	Monthly Progress Report	Monthly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION		8. REMARKS	
	COR, Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy) Contracting Officer, Code JAC, M/S 213-13 (1 copy) Resources Manager, Code RE, M/S 213-6, Venj.Jubilo@nasa.gov (1 copy)		To be delivered not later than the 15th calendar days after the end of the month being reported. The Contractor shall submit separate monthly status reports of all work accomplished during each month of contract performance. Reports shall be in narrative form and brief and informal in content. Monthly reports shall include: A quantitative description of work accomplished during the period and overall progress, an indication of any current problems which may impede performance and proposed corrective action, and a discussion of the work to be performed during the next monthly reporting period. Every third monthly report will count as the quarterly progress report.	

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3	Program Related Plans, Documents, and Reports	As Needed	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COR, Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy) Contracting Officer, Code JAC, M/S 213-13 (1 copy) Task Order Manager (1 copy)			8. REMARKS Submittal is due as required by specific task order. The Contractor shall submit reports, documents and related plans, as identified in individual task orders. All reports and schedules identified in approved task orders shall meet a minimum acceptable quality level of no more than two (2) rewrites with a deliverable acceptance date no later than one week late, unless otherwise stated in the task order.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Monthly Accident Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/			8. REMARKS The Contractor shall submit Monthly Accident Report data, electronically, to the Contractor Monthly Report web-based system within 10 working days after each full month of completed service. A negative report is required.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Mishap Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
COR, Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy) Contracting Officer, Code JAC, M/S 213-13 (1 copy) Office of Occupational Safety, Health and Medical Services Code DQH, M/S 237-14 (1 copy)		A NASA Mishap Report is required within 24 Hours of a mishap occurrence. The Mishap Report must be entered into the NASA Incident Reporting Information System (IRIS) at: https://nasa.ex3host.com/iris/eauth_nasa/login.asp The contractor shall submit NASA Form 1627 in the case of any accident that meets one of the specific criteria described in the instructions on the form.		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	New Technology Report	Annual	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
Technology Partnerships Division, Code VP, M/S 202A-3 (original) Contracting Officer, Code JAC, M/S 213-13 (1 copy) Patent Representative, Code DL, M/S 202A-4 (1 copy)		The Contractor shall submit New Technology Reports or reportable items in accordance with Section G Clauses 1852.227-70, <i>New Technology</i> , and 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i> . Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. Interim reports shall be submitted annually. If there are no reportable items, a negative report is required.		

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Project and Engineering Support Services (PESS)			NNA12374362R	11/5/2012
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES

1. LINE ITEM NO. 7	2. DRL TITLE Subcontract Consent Package	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Contracting Officer, Code JAC, M/S 213-13 (1 copy)	8. REMARKS The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.		

1. LINE ITEM NO. 8	2. DRL TITLE Initial Financial Management Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Contracting Officer, Code JAC, M/S 213-13 (1 copy) Electronic submission to: COR Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov Resources Manager, Code RE, M/S 213-6, Venj.Jubilo@nasa.gov	8. REMARKS Submission 30 days after effective date of contract. Initial Financial Management Report shall be submitted by the Contractor on NASA 533I in accordance with the instructions provided in NASA Procedures and Guidelines (NPG) 9501.2.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Quarterly Financial Management Report (NASA Form 533Q)	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer, Code JAC, M/S 213-13 (1 cy) and (1 electronic copy) Electronic submission to: COR, Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov Resource Specialist, Code CR, M/S 201-2 Resources Manager, Code RE, M/S 213-6, Venj.Jubilo@nasa.gov			8. REMARKS Submission not later than the 15th day of the month proceeding the quarter being projected. Quarterly Financial Management Report shall be submitted by the Contractor on NASA Form 533Q in accordance with the instructions provided in NASA Procedures and Guidelines (NPG) 9501.2. The 533Q details contract costs incurred to date, including provisional fee, and provides an estimate of quarterly contract costs for the remainder of the contract. Reporting data will reflect total contract quantities only.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Monthly Financial Management Report (NASA Form 533M)	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required 7. DISTRIBUTION Contracting Officer, Code JAC, M/S 213-13 (1 paper copy) and (1 electronic copy) Electronic submission to: COR Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov Financial Management Division, Code CF, M/S 203-18, Perla.A.Blancett@nasa.gov (1 copy) Resource Specialist, Code CRM, M/S 201-2 Resources Manager, Code RE, M/S 213-6, Venj.Jubilo@nasa.gov 8. REMARKS To be delivered no later than the 10th working day after each full month of service. Monthly Financial Management Report shall be submitted by the Contractor on NASA Form 533M in accordance with the instructions provided in NASA Procedures and Guidelines (NPG) 9501.2. The 533M details costs incurred under the contract, including provisional fee. Reporting data will reflect total contract quantities only. Reporting Period will end on the last Sunday of each month.				
11	Employee Roster	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required 7. DISTRIBUTION COR Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov Contracting Officer, Code JAC, M/S 213-13 (1 copy) ARC Security Dispatch Office, Code JP, M/S 241-30 (2 copies) 8. REMARKS 1 st submittal is due 45 calendar days after contract award. Submittal updates to roster due as requested by the Government.				

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12	Report of Centrally Reportable Equipment (DD Form 1419)	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Contracting Officer, Code JAC, M/S 213-13 (1 copy)		8. REMARKS Submittal is due with 30 working days prior to Contractor intention to acquire or fabricate an item.	
13	Contractor Monthly CTO Report	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION COR, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy)		8. REMARKS Submittal is 10 th working days after the end of each accounting month. This report details all labor and ODC expenditures processed or each task during the monthly financial reporting period.	
14	Task Order Proposals	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION COR Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy w/all task order documentation) Contracting Officer, Code JAC, M/S 213-13 (1 copy)		8. REMARKS Submittal is due 10 th working days after receipt of CTO request. After baselines for cost and schedule have been identified, CTO proposals are signed by the Site Manager and returned to the CO and COTR for review and, if acceptable, approval.	

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15	Task Hot List	See Remarks	See Remarks	See Distribution	
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
	7. DISTRIBUTION COR Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy)		8. REMARKS The contractor shall submit a weekly Task Hot List to the COTR. This report shall provide information on tasks that are within two weeks of closing or within 15% of the cost estimate.		
16	Task Weekly Detail Report	See Remarks	See Remarks	See Distribution	
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
	7. DISTRIBUTION Task Requestors (1 copy) COR Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy)		8. REMARKS The contractor shall submit Task Weekly Actual Reports to the NASA responsible task requestors. This report shall provide detailed information on current status of each task order (hours, cost, materials, ODCs, subcontractors, start date, estimated completion date, etc.).		
17	RESERVED			See Distribution	
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
	7. DISTRIBUTION		8. REMARKS		

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18	Financial Reporting of NASA Property in the Custody of Contractors (NF 1018)	Annually	See Remarks	See Distribution	
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
	7. DISTRIBUTION NF1018 ELECTRONIC SUBMISSION SYSTEM https://ness.gsfc.nasa.gov/		8. REMARKS Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14 . The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted annually NLT October 15 th . A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
19	Contractor's IT Security Plan	Annually	See Remarks	See Distribution	
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
	7. DISTRIBUTION Contracting Officer, Code JAC, M/S 213-13 (1 copy)		8. REMARKS Contractor shall submit an IT Security Plan – this is a FISMA requirement; see the ADL for applicable requirements. Within 30 days after contract award, the Contractor shall develop and deliver an IT Security Management Plan. The delivery address and approval authority will be included in the ADL. All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security website at https://itsecurity.nasa.gov/policies/index.html .		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES	
20	Phase-Out Plan	Once	See Remarks below	See Distribution	
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request		<input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		
	7. DISTRIBUTION		8. REMARKS		
	COR, Code RE, M/S 213-1, Kevin.J.Carey@nasa.gov (1 copy) Contracting Officer, Code JAC, M/S 213-13 (1 copy)		The contractor shall submit a phase-out plan no later than 60 days before the end of the contract		